



# **PUBLIC DISCLOSURE STATEMENT**


**EDUCATION SERVICES AUSTRALIA**

**ORGANISATION CERTIFICATION**

**FY2020–21**

Australian Government  
**Climate Active**  
**Public Disclosure Statement**



<b>NAME OF CERTIFIED ENTITY</b>	Education Services Australia
<b>REPORTING PERIOD</b>	1 July 2020 – 30 June 2021 Arrears report
<b>DECLARATION</b>	<p><i>To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.</i></p>  <p>Andrew Smith Chief Executive Officer 31 January 2022</p>



**Australian Government**  
**Department of Industry, Science,  
Energy and Resources**

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Version September 2021. To be used for FY20/21 reporting onwards.



# 1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	764 tCO <sub>2</sub> -e
OFFSETS BOUGHT	97.25% VCU's, 2.75% ACCU's
RENEWABLE ELECTRICITY	0%
TECHNICAL ASSESSMENT	Date: 26 February 2021 Name: Matias Sellanes Organisation: Ndevr Environmental Ltd Next technical assessment due: 31 October 2023

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

Education Services Australia, (ESA) is certified for its Australian business operations.

### Organisation description

Established in March 2010, ESA (ABN 18 007 342 421) is a national not-for-profit company owned by the state, territory and Australian Government education ministers. The company has a tenancy in the Melbourne CBD where its 151 staff are housed over three floors. Due to the global pandemic, ESA's offices were shut for most of the reporting period. Business as usual continued with staff working from home.

ESA's role as a leading education service provider is to work collaboratively in the interests of all Australian education jurisdictions to provide technology-based services for education. ESA develops cost-efficient products and services that can be adapted in response to emerging technologies and changing needs of the education and training sector.

ESA provides:

- development, sharing and deployment of nationally owned technical data and assessment systems
- digital teaching and learning resources, tools and services
- information and communications technology services
- ESA uses the Operational Control method to determine its boundaries.

ESA is a single legal entity so has no consolidation of companies to consider. During the reporting period ESA also acted as the legal entity for the Education Council Secretariat, comprising 4 members of staff, who occupied office space in Carlton, however as ESA has no operational or financial control over this Secretariat, it has been excluded from ESA's organisational boundary.

All activities relating to ESA are included within its organisational boundary and ESA includes its office in Melbourne in its emissions inventory.

ESA's operational boundaries include all scope 1 and scope 2 emissions, and all material and relevant scope 3 emissions.

*“ESA is committed to reducing its environmental impact. Being carbon neutral is the responsible and ethical course for a modern organisation. We can achieve this by being Climate Active.”*

## 3.EMISSIONS BOUNDARY

### Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

**Quantified emissions** have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

**Non-quantified emissions** have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

### Outside the emissions boundary

**Excluded emissions** are those that have been assessed as not relevant to an organisation's or precinct's operations and are outside of its emissions boundary or are outside of the scope of the certification. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

Inside emissions boundary		Outside emission boundary
<p><b><u>Quantified</u></b></p> <ul style="list-style-type: none"> <li>Accommodation and facilities</li> <li>Air Transport (km)</li> <li>Electricity</li> <li>ICT services and equipment</li> <li>Land and Sea Transport (km)</li> <li>Office equipment &amp; supplies</li> <li>Refrigerants</li> <li>Stationary energy</li> <li>Waste</li> <li>Water</li> <li>Working from home</li> </ul>	<p><b><u>Non-quantified</u></b></p> <ul style="list-style-type: none"> <li>Advertising &amp; promotion</li> <li>Entertainment</li> <li>Food &amp; catering</li> <li>Insurance</li> <li>Stationery</li> <li>Subscriptions</li> </ul>	<p><b><u>Excluded</u></b></p> <ul style="list-style-type: none"> <li>Purchased goods and services</li> <li>Upstream transportation and distribution</li> <li>Employee commuting</li> <li>Upstream leased assets</li> <li>Downstream transportation and distribution</li> <li>Processing of sold products</li> <li>Use of sold products</li> <li>End-of-life treatment of sold products</li> <li>Downstream leased assets</li> <li>Franchises</li> <li>Investments</li> </ul>

## Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

## 4. EMISSIONS REDUCTIONS

### Emissions reduction strategy

As opportunities for further reduction of emissions in an office-based environment can be difficult to find, ESA's target is always to maintain an absolute decrease in emissions. There has been many changes within the business during the reporting period, the most notable being the shift in employees working arrangements. Whilst ESA intend to maintain a flexible working policy, there are still decisions to be made regarding what business as usual may look like. ESA is in the process of considering alternative office space options as the current tenancy approaches its expiry at the end of July 2022. As it stands, the future working arrangements are for staff to spend 60% of their time working from the office and the remaining 40% working from home. Consequently, ESA may not require the same amount of floor space for business operations compared to prior years. Another key consideration in the evaluation is the environmental rating of the building. ESA is looking to find a building that has a minimum NABERS rating of 4.5 stars, which if successful will be an improvement on the 3.5-star rating of the current premises. Whilst taking into consideration the points mentioned, the overall environmental impact is also factored into the decision-making process. If ESA proceeds with the change in office space along with a flexible working policy, emissions may reduce and a base year recalculation will be required.

In addition to the above, ESA's ongoing emission reduction strategy includes:

- The installation, use and maintenance of energy efficient lighting, office equipment and appliances
- Reduction in waste
- Recycling of paper, office stationery, printer cartridges and computer equipment
- Minimising paper usage in business transactions
- Minimising staff travel for meetings through use of meeting technologies
- Encouraging staff to develop environmentally friendly habits both at work and home

### Emissions reduction actions

ESA's staff worked predominantly from home during the period. This meant that ESA had very little control over the way in which carbon was emitted. Emissions naturally reduced in several reporting categories. Staff travel, air transportation and accommodation were at its lowest ever with combined emissions of 0.66 tonnes CO<sub>2</sub>e compared to prior period emissions of 164.59 tonnes CO<sub>2</sub>e. The reduction in carbon is a direct reflection of the effect that the pandemic had on the business.

Similarly, there was less use of electricity and refrigerants within ESA which also resulted in a notable reduction of emissions. Waste related emissions also declined.

Although expenditure has increased in the ICT services and equipment category it is expected that the investment in this area will have environmental benefits to the business in the long run. The laptops that

are currently used are more energy efficient and have a power rating of 65W each compared to the previously used standard sized desktops which have a power rating of 240W.

In addition to the above, ESA has continued to encourage the use of less paper wherever possible. Communications and marketing are done virtually and have increasingly replaced paper-based campaigns. Furthermore, staff are encouraged to use video/audio conferencing, where possible, instead of travelling.



## 5. EMISSIONS SUMMARY

### Emissions over time

Emissions since base year		Total tCO <sub>2</sub> -e
Base year:	2015–16	851.22
Year 1:	2016–17	729.50
Year 2:	2017–18	702.67
Year 3:	2018-19	823.76
Year 4:	2019-20	728.56
Year 5:	2020-21	763.29

### Significant changes in emissions

As ESA's offices were shut for most of the reporting year, there were some significant changes in emissions. The office closures contributed to less energy being consumed within the tenancy and base building compared to the previous reporting period. Therefore, emissions from electricity reduced by 26%. On the contrary working from home emissions increased as employees relied more heavily on domestic energy such as heating/cooling, lighting, equipment, electricity and fuel. This category was not included in the previous year's report.

As a whole the organisation and staff had to adapt to remote working and have become more than ever dependant on technology to meet commitments and fulfil projects whilst continuing business as usual. To accommodate this change ESA focused a great deal of its investments on equipment and software. The purchase of laptops, cyber-attack prevention technology and an upgrade to data centre servers were some of the key areas of capital investment. This category increased by 20% compared to the previous year.

In an effort to improve virtual business communication, ESA transitioned away from Skype and over to Microsoft Teams during the period. An upgrade of the cataloguing management system to a new and integrated version was also accomplished. Overall, the software purchased during the period contributed to the most significant change in emissions with an increase of 3516% compared to the previous year.

The table below summarises the reasons for any significant change in emission source categories between the current and previous year.

Emission source name	Current year (tCO <sub>2</sub> -e and/ or activity data)	Previous year (tCO <sub>2</sub> -e and/ or activity data)	Detailed reason for change
Total net electricity emissions (Location based)	282.84	382.84	The reduction in electricity emissions is the direct result from the impact of COVID-19. The office was shut for the majority of FY20-21 therefore less electricity was used.
Computer and electrical components, hardware and accessories	106.01	88.28	As staff relied more heavily on technology, ESA focused its investments on equipment to compliment this transition. Such investments include laptops, cyber-attack prevention technology and an upgrade to data centre servers.
Computer and technical services (Software)	119.72	3.31	To improve business communication, ESA upgraded to Microsoft Teams. There was also an upgrade to the Schools Cataloguing Information Service software during the period.
Working from Home calculator - Result A - VIC	162.68	-	The climate active working from home calculator was used during the current reporting period. Emissions related to working from home was not previously included.

## Use of Climate Active carbon neutral products and services

No carbon neutral products were used.

## Organisation emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a location-based approach.

Emission category	Sum of total emissions (tCO <sub>2</sub> -e)
Accommodation and facilities	0.10
Air transport (fuel)	0
Air transport (km)	0.48
Bespoke	0
Carbon neutral products and services	0
Cleaning and chemicals	0
Construction materials and services	0
Electricity	282.84
Food	0
Horticulture and agriculture	0
ICT services and equipment	258.80
Land and sea transport (fuel)	0
Land and sea transport (km)	0.09
Machinery and vehicles	0
Office equipment & supplies	0.41
Postage, courier and freight	0
Products	0
Professional services	0
Refrigerants	0.25
Roads and landscape	0
Stationary energy	25.65
Waste	8.58
Water	23.42
Working from home	162.68
<b>Total</b>	<b>763.29</b>

## 6. CARBON OFFSETS

### Offsets strategy

#### Offset purchasing strategy: In arrears

1. Total offsets previously forward purchased and banked for this report	21
2. Total emissions liability to offset for this report	764
3. Net offset balance for this reporting period	743
4. Total offsets to be forward purchased to offset the next reporting period	7
5. Total offsets required for this report	764

### Co-benefits

The Rimba Raya REDD+ project has successfully defended 64,500 hectares of carbon- and biodiversity-rich lowland peat forest from conversion to oil palm plantations, protecting over 120 threatened and endangered species in the project area. The project supports over 10,000 forest-dependent community members living in and along the boundaries of the project, who have traditionally held no tenure and who have used the forest in an unsustainable way. Rimba Raya is the world's largest initiative to protect High Conservation Value (HCV) tropical lowland peat swamp forests, generating significant greenhouse gas emissions reductions and protecting the endangered Borneo Orangutan, and other IUCN Red List species. The project will generate 130m+ tonnes of Verified Emission Reductions (VERs) over 30 years, as well as approximately 10,000 forest-dependent community members. The project and adjacent Tanjung Puting National Park are completely surrounded by oil palm plantations, the primary deforestation agent in Borneo and throughout Indonesia.

The project stated here relates to 100 percent of the total amount of offsets purchased for this reporting period.

## Offsets summary

### Proof of cancellation of offset units

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Eligible quantity (tCO <sub>2</sub> -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
Thaa-Nguigarr Carbon Project (Savanna Burning – Indigenous co-benefits)	ACCU	ANREU	26 Feb 2021	<a href="#">3,800,966,433 – 3,800,967,152</a>	2019-20	720	699	0	21	2.75%
Rimba Raya Biodiversity Reserve Project	VCU	VERRA	20 Jan 2022	<a href="#">6979-362135551-362136300-VCU-016-MER-ID-14-674-01012014-30062014-1</a> <a href="https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&amp;h=157660">https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&amp;h=157660</a>	01/01/2014 to 30/06/2014	750	0	7	743	97.25%
<b>Total offsets retired this report and used in this report</b>									764	
<b>Total offsets retired this report and banked for future reports</b>									7	

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Australian Carbon Credit Units (ACCUs)	21	2.75%
Verified Carbon Units (VCUs)	743	97.25%

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

1. Large-scale Generation certificates (LGCs)*	N/A
2. Other RECs	N/A

\* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
<i>Total LGCs surrendered this report and used in this report</i>							-	-	-

## APPENDIX A: ADDITIONAL INFORMATION

N/A

## APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a location-based approach

### Location-based method

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The location-based method does not allow for any claims of renewable electricity from grid-imported electricity usage.

### Market-based method

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

### Market-based approach summary

Market-based approach	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)	Renewable % of total
Behind the meter consumption of electricity generated	0	0	0%
<b>Total non-grid electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
LGC purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	49,108	0	19%
Residual electricity	210,378	225,752	0%
<b>Total grid electricity</b>	<b>259,486</b>	<b>225,752</b>	<b>19%</b>
<b>Total electricity consumed (grid + non grid)</b>	<b>259,486</b>	<b>225,752</b>	<b>19%</b>
Electricity renewables	49,108	0	
Residual electricity	210,378	225,752	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emission footprint (kgCO <sub>2</sub> -e)		225,752	

<b>Total renewables (grid and non-grid)</b>	<b>18.93%</b>
<b>Mandatory</b>	<b>18.93%</b>
<b>Voluntary</b>	<b>0.00%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual electricity emission footprint (tCO<sub>2</sub>-e)</b>	<b>226</b>

Figures may not sum due to rounding. Renewable percentage can be above 100%



### Location-based approach summary

Location-based approach	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)
ACT	0	0
NSW	0	0
SA	0	0
Vic	259,486	282,839
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>259,486</b>	<b>282,839</b>
ACT	0	0
NSW	0	0
SA	0	0
Vic	0	0
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Non-grid electricity (behind the meter)</b>	<b>0</b>	<b>0</b>
<b>Total electricity consumed</b>	<b>259,486</b>	<b>282,839</b>
<b>Emission footprint (tCO<sub>2</sub>-e)</b>	<b>283</b>	

### Climate Active carbon neutral electricity summary

Carbon neutral electricity offset by Climate Active product	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)
N/A	0	0

*Climate Active carbon neutral electricity is not considered renewable electricity. The emissions have been offset by another Climate Active carbon neutral product certification.*

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. They have been non-quantified due to one of the following reasons:

1. **Immaterial** <1% for individual items and no more than 5% collectively
2. **Cost effective** Quantification is not cost effective relative to the size of the emission but uplift applied.
3. **Data unavailable** Data is unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.
4. **Maintenance** Initial emissions non-quantified but repairs and replacements quantified.

Relevant-non-quantified emission sources	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
Advertising & Promotion	Yes	No	No	No
Entertainment	Yes	No	No	No
Food & Catering	Yes	No	No	No
Insurance	Yes	No	No	No
Stationery	Yes	No	No	No
Subscriptions	Yes	No	No	No

# APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

## Excluded emission sources

The below emission sources have been assessed as not relevant to an organisation's or precinct's operations and are outside of its emissions boundary. These emissions are not part of the carbon neutral claim. Emission sources considered for relevance must be included within the certification boundary if they meet two of the five relevance criteria. Those which only meet one condition of the relevance test can be excluded from the certification boundary.

Emissions tested for relevance are detailed below against each of the following criteria:

1. **Size** The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions
2. **Influence** The responsible entity has the potential to influence the reduction of emissions from a particular source.
3. **Risk** The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.
4. **Stakeholders** Key stakeholders deem the emissions from a particular source are relevant.
5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

<b>Emission sources tested for relevance</b>	<b>(1) Size</b>	<b>(2) Influence</b>	<b>(3) Risk</b>	<b>(4) Stakeholders</b>	<b>(5) Outsourcing</b>	<b>Included in boundary?</b>
Purchased goods and services	No	No	No	No	No	No
Capital goods	Yes	Yes	No	No	No	Yes
Fuel and energy related activities	Yes	Yes	No	No	No	Yes
Upstream transportation and distribution	No	No	No	No	No	No
Waste generated in operations	Yes	Yes	No	No	No	Yes
Business travel	Yes	Yes	No	No	No	Yes
Employee commuting	No	No	No	No	No	No
Upstream leased assets	No	No	No	No	No	No
Downstream transportation and distribution	No	No	No	No	No	No
Processing of sold products	No	No	No	No	No	No
Use of sold products	No	No	No	No	No	No
End-of-life treatment of sold products	No	No	No	No	No	No
Downstream leased assets	No	No	No	No	No	No
Franchises	No	No	No	No	No	No
Investments	No	No	No	No	No	No



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